



Pre-bid Meeting
Request for Proposal 2022/21

ESIA for the Rehabilitation of Existing MSW Transfer Station and Construction of MRF and Composting Plant in New Shobak Municipality – Maan Governorate

Date: Wednesday 6th July 2022
Time: 10:00 -11:30 for the site visit
Venue: Al Shoubak MSW Transfer Station

1 PRESENTATION

After the bidders introduced themselves, UNDP-Jordan gave a detailed presentation of the RFP document, indicating main instructions regarding deadlines, submission method, required documentation and forms, and then clarifying the technical requirements and the evaluation criteria.

Bidders shall review the UNDP general terms and conditions for the contract and will be assumed to have accepted them upon submission of offer.

The RFP document consists of following:

1. Section 1: The Invitation Letter and Instructions to Bidders
2. Annex 1: Description of Requirements
3. Annex 2: Form for submitting service provider's proposal
4. Appendix 1: Terms of Reference (TOR)

There were some clarifications and additional information to the RFP requirements shared by the UNDP during the meeting as following:

1. The full-time staff for the bidders should be hired by the bidder on full-time modality (their social security will show that for example) and shall be available for any UNDP consultation for the whole duration of the assignment, and their level of effort should be more than 50 working days during the 5months of assignment.
2. The location of the assignment is in Al Shoubak MSW Transfer Station only and the surrounding communities in Ma'an governorate.

3. For the air quality, a lab is allowed to perform the task, but the CV of the key expert of the lab should be attached, and subcontracting percentage of work should be clarified in the proposal.
4. Joint ventures are allowed as per the following conditions: at least the leading bidder should be authorized by MoEnv. for ESIA studies, and the lead of JV should have at least 70% of contract value and tasks, and the roles of each party of the JV should be clear in the JV agreement (JV agreement should be attached). The JV leader should meet all the minimum qualifications required and each other partner should meet at least 50% of the minimum. qualifications required in terms of experience and financial stability)
5. All proposed team CVs submitted should be signed by the proposed team members (each candidate should sign their CV applied to this project).
6. The bidder should not indicate the price of assignment offered in any place except for the password protected file for the financial offer. The template could be adjusted to include all deliverables and additional price analysis is allowed for bidders to understand their pricing method indicating additional insight on the value-for-money of their proposal.
7. The consultant shall provide a VAT exempted offer but shall indicate the value of VAT for UNDP's information, to plan the exemption process or notify the end-user to cover these costs.
8. The Transfer Station currently receive around 25-35 ton/day but is capable of receiving more than 150 ton/day based on the available machinery assessed by the UNDP, however, through the project it receives around 100-110 ton/day of municipal solid waste.
9. The ESIA will include all on-site and off-site effect of the project, covering the Material Recovery Facility (MRF), composting plant, and the Transfer Station (TS), to the approval of ESIA by the MoEnv.
10. Different bidders are allowed to nominate the same expert in their team in case where the pool of experts for the position is very limited in the country, even if others nominate them also. This should be clarified in their offer regarding the position. This could be applied only to two positions max. excluding the team leader.

2 ATTENDEES

The meeting was attended by the interested entities with UNDP team.

3 QUESTIONS AND ANSWERS

During the Prebid meeting and site visit, the following questions were asked by the bidders:

#	Questions raised during meeting	#	Answers
Q1	Who will manage the project?	A1	The UNDP will manage the construction and initiation phase through on-job training, and then it will be managed by the MSW transfer station (TS) staff (MoLA) and local



#	Questions raised during meeting	#	Answers
			community selected beneficiaries to work at the MRF.
Q2	Is there any gender specific aspect in the study?	A2	The gender mainstreaming is highly important in all of UNDP's projects, and the consultant shall follow the UNDP guidelines on the social and environmental standards (SES) https://www.undp.org/publications/undp-social-and-environmental-standards
Q3	Is there a municipal solid waste (MSW) characterization for the project area?	A3	There are many resources (literature or MoLA official publications) that the bidder could look into to identify this issue, but there is no such study made by the UNDP.
Q4	Could one of the team members cover two positions in the TOR?	A4	It could be possible for staff identified as part-time staff, noting that the staff should be qualified for both positions, and with clear engagement plan for this staff covering the two positions.
Q5	Regarding the measurements required by the MoEnv., could this be excluded from the scope of work or added as a provisional item?	A5	The scope will include all the tests required by the MoEnv. as a covered item in the price offer of the bidder (not provisional item), and the bidder shall exercise their own risk assessment of this cost based on their experience of MoEnv. requirements for such cases.
Q6	What is the population data in the targeted area?	A6	This is part of the consultant's work to collect during the ESIA.
Q7	Who owns the land property in the MSW Transfer Station?	A7	The land ownership documentation indicates ownership by the Joint Services Council of Shoubak (dissolved earlier), under the MoLA. (Attached are the land documentation.
Q8	How can the current situation be evaluated regarding the collection and transfer process and the quantity of MSW, in addition to the project feasibility?	A8	The current situation should be identified by the consultant during the study, as for the feasibility of the project, the scope of the consultant's work is to follow the MoEnv. and



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			UNDP SES requirements for ESIA approvals, for the consultant to obtain the MoEnv. approval at the end of the assignment.
Q9	In case of the MSW transfer station stop of work, is there an emergency plan for transferring the MSW?	A9	There are usually such plans by MoLA and the municipalities, such as using other TS or going directly to landfill or other options, but this should be identified, assessed through the ESIA, and options proposed through the environmental and social management plan (ESMP) developed by the consultant.
Q10	What are the times of waste collection by municipalities, and what is the peak time at the TS for MSW quantities processing?	A10	This should be identified by the consultant through the study.
Q11	What is the effect of waste compactors and trailers waiting time at the station?	A11	This should be identified by the consultant through the study.
Q12	Is there an open yard for the fire hazard in the TS for the compactors in accordance with the TS instructions issued by the government?	A12	The UNDP will follow all relevant laws regulations, and instructions regarding the construction of the MRF and rehabilitation of the TS. The consultant shall include the HS&E perspective in their assessment and ESMP.

4 PREBID MEETING SUMMARY

The bidders were informed of all RFP requirements, through the site visit in accordance to the RFP document, which took place on the 6th of July 2022. **The submission deadline was shifted to Tuesday 26th of July 2022 at 12:00 PM Amman time.**

5 CLOSURES

The site visit was adjourned at 11:30 AM.